

## -Agenda-

### SubXERO Team meeting

9-18-2014

#### Progress Update

- Orientation and discussion of meeting format
- Review team contract
  - Meeting lead/agenda/minutes
- Responsibilities and Progress
  - Client interview/meeting plan
    - Time and place
    - Question brainstorming
  - Team Portfolio
    - Format/style
    - Who will store it?
    - Needs Matrix
    - Sep 16 Budget meeting update

#### Approaching Deadlines

- Sep 26, Client interview with lead instructor
- Oct 3, Workshop #1, transcript of client interview
- Oct 6, Logbook review

#### Weekly Tasking

- Discuss scope of project, outline deliverables
- Set deadlines
- Brainstorm and assign this week's tasks

#### Special Notes

- WSU maintains a Facebook page for CS, EE, and ME projects

-Agenda-

SubXERO Team meeting

9-25-2014

### Progress Update

- Explain weekly project/individual progress summaries - ask Haily about initial submission deadlines
- Record specific member roles and responsibilities - assign/distribute tasks if necessary
- Progress
  - Client interview/meeting plan
    - 5:00pm in EP 103
    - discuss formatting of interview (i.e. who will speak when)
    - go over questions one final time
  - Team Portfolio
    - Matrix - keep contributing
    - Should we divide into discipline specific sections?
- Have each individual member explain the research they've done and their current project learning status
- Bring forward any critical questions or comments members have

### Approaching Deadlines

- Sep 25, Client interview with lead instructor
- Oct 3, Workshop #1, transcript of client interview
- Oct 5, finish research and have firm grasp of changes - include question in interview
- Oct 6, Logbook review
- Oct 11, Project proposals due
- Dec 1, purchase order lists due

\*Explain and go into detail about underlined dates\*

### Weekly Tasking

- Discuss scope of project, outline deliverables
- Set deadlines
- Assign and record this week's individual tasks/objectives
- Set up 2nd weekly meeting time for ME

-Agenda-

SubXERO Team meeting

10-2-2014

>>> No meeting today. Shop certification

Approaching Deadlines

- Oct 6, Logbook review
- Oct 11, Project proposals due
- Oct 14, Snapshot
- Dec 1, purchase order lists due

Weekly Tasking

- Individual Progress reports due to team leads by Saturday Oct 4th

## -Agenda-

SubXERO Team meeting

10-9-2014

### Progress Update

- Logbook Review
- Discuss reformatted project proposals (ME) → see google docs
- Final proposal during Exec Meeting (10/18/14)
- How did the wiki class go? (Jeff)
- CS/EE discussion
  - Projects
  - Communication with WSU team
- Responsibilities and Progress
  - Needs and Metrics Matrix
  - Snapshot (Tuesday Oct. 14th)
    - Needs:
      - Portfolio: What all do we want to include?
        - Project Proposals
        - Cover page w/Team picture and name
        - ?
      - Poster Board:
        - Getting from Haily next club meeting
        - What additions should we make to the board? Specs, team name?
      - Submarine
        - Getting from WSU next club meeting (not sure how long for)
      - Video
        - Possible video playing last years competition on a laptop
        - Need to find long video
- Questions/Comments?

### Approaching Deadlines

- Oct 14th Mid-Semester Snapshot
- Oct 28th Wiki help by appointment
- Oct 31st **DUE:** Mid-Semester Wiki-page
- Nov 10th **DUE:** Logbook Review #2

### Weekly Tasking

- Brainstorm and assign this week's tasks
- Set deadlines

## -Agenda-

SubXERO Team meeting

10-16-2014

### Progress Update

- 'Mid-Semester Snapshot' review
  - Discuss logbook submission requirements
  - How are other teams doing?
- NAVSEA weekly meeting update
- Responsibilities and Progress
  - ME hydrophone bracket progress update
    - 3d model
    - Machining
    - What still needs to get done
  - Other work done this week
    - EE/CS updates
- Questions/Comments?

### Approaching Deadlines

- Oct 28th Wiki help by appointment
- Oct 31st **DUE**: Mid-Semester Wiki-page
- Nov 10th **DUE**: Logbook Review #2

### Weekly Tasking

- Next weeks tasking and objectives (CS, EE, ME)

### Special Notes

- Business team will be entering Robosub in entrepreneur competition next the spring
- Haily will be coming by at 5pm to take sub back to WSU (give her posterboard)
- Who all will be attending WSU's weekly meeting Saturday October 18th?

## -Agenda-

SubXERO Team meeting

10-23-2014

### Progress Update

- NAVSEA weekly meeting update
  - Possible deliverables/pictures
- Useful Info
  - Cornell University is hosting a webinar on a number of different topics
    - 11/1 1pm Mechanical Systems Design
    - 11/8 11am Electrical Systems Design
    - 11/15 1pm Sealing of Custom Enclosures
    - 11/22 11am PCB Board Design and Layout
    - 11/22 1pm Actuators/Pneumatics Design
    - 11/16 11am Vision
    - 12/13 11am Testing 101/Mission Optimization

**NOTE:** Each video will be about 1hr long and will be posted to Cornell University's Youtube channel after the session held in EST

- Responsibilities and Progress
  - ME Claw Design now underway
  - ME Pneumatic Actuator Research
  - Other work done this week
    - EE/CS updates

### Approaching Deadlines

- Oct 28th Wiki help by appointment
- Oct 31st **DUE:** Mid-Semester Wiki-page
- Nov 10th **DUE:** Logbook Review #2

### Weekly Tasking

- Next weeks tasking and objectives (CS, EE, ME)

### Special Notes

- Camera Bracket Mount reconstruction

## -Agenda-

SubXERO Team meeting

10-30-2014

### Progress Update

- Camera bracket reconstruction finished
- Need to constantly be making additions to the portfolio
  - Recent activities/projects that can be documented?
- Create action register for main UI group and subgroups on g-drive (CS, EE, ME)
  - Item #, Action Item, Target Date, Completion Date, Comments
- Responsibilities and Progress
  - EE, CS update
    - Can other teams do anything to help?
  - ME Update
    - Claw designs and designated dimensions
    - Discuss project schedule for the rest of the year at end of meeting
      - What changes should be made?
      - Is it reasonable?
      - NOTE: will be the schedule we base deliverables and progress off of

### Approaching Deadlines

- Nov 3rd **DUE:** Mid-Semester Wiki-page
  - Fill out and make sure we have finished before Tuesday Nov 4th
- Nov 10th **DUE:** Logbooks (w/review form) and portfolio to lead instructor
- Nov 3-21 **DUE:** Design review (w/client and lead instructor)
- Nov 21st **DUE:** Team member citizenship form to lead instructor by COB

### Weekly Tasking

- Brainstorm and assign this week's tasks
  - What needs to be done? Who will do it? When will it be finished by? (AR)

## -Agenda-

SubXERO Team meeting

11-6-2014

### Progress Update

- Wiki-page update
  - make bios 3rd person
  - keep a separate folder for all images used on wiki-page
  - projects → move under project learning
    - break into individual sections and go into details on each (i.e. design ideas)
    - be sure to include pictures of work done (solid models, construction progress)
- CS update
- EE update
- ME update
  - Michael - progress on Sub-Stand
  - Chet - progress on base claw
  - Woovin/Cody - progress on battery casing

### Approaching Deadlines

- Nov 10th **DUE:** Logbooks (w/review form) and portfolio to lead instructor
- Nov 3-21 **DUE:** Design review (w/client and lead instructor)
  - start tasking
    - NEEDS: split into ME, CS, and EE sections
    - see “Conducting a Design Review” under Project Guides on mindworks for specifications/needs/presentation/dress-code
  - decide upon date
    - What works best for us?
    - Chet talk with Haily about scheduling
- Nov 21st **DUE:** Team member citizenship form to lead instructor by COB

### Weekly Tasking

- Make changes to and keep updating wiki-page



## -Agenda-

### SubXERO Team meeting

11-13-2014

#### Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Quick Logbook #2 Discussion
  - Questions/Comments?
- Responsibilities and Progress
  - Wiki Page - keep updating it
    - will give more focus the following week
- Preliminary Design Review
  - Break up and distribute work load
  - Needs to be finished by Monday or Tuesday (11/17 - 11/18) - choose
    - Will hold separate meeting establishing its completion
    - If not completed by this time we will all work to finish it

#### Approaching Deadlines

- Nov 3-21 **DUE:** Design review (w/client and lead instructor)
  - EE, CS, ME presentation update
    - what do we have so far?
  - decide upon date
    - Waiting for everyone to fill out the poll

Possible Dates Include:

11/19/14 @ 4, 5, or 6pm

- Nov 21st **DUE:** Team member citizenship form to lead instructor by COB

#### Weekly Tasking

- **PRIORITY:** finish Design Review presentation

#### Special Notes

- Weekly meetings with Mike Kapus (NAVSEA Mentor) are suspended for the next couple weeks
  - On Vacation

-Agenda-

SubXERO Team meeting

11-20-2014

Progress Update

- Preliminary Design Review Discussion
  - Questions/Comments?
- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Wiki Page - this weeks focus
- Cameras decision has been made
  - specs can be seen here:

<http://www.ptgrey.com/support/downloads/10135>

[http://www.maxxvision.com/fileadmin/content/Produkte/Objektive/Downloads/Fujinon/Fujinon\\_Fisheye\\_Objektiv\\_FE185CO57HA-1.pdf](http://www.maxxvision.com/fileadmin/content/Produkte/Objektive/Downloads/Fujinon/Fujinon_Fisheye_Objektiv_FE185CO57HA-1.pdf)

Approaching Deadlines

- Nov 21st **DUE:** Team member citizenship form to lead instructor by COB
- Dec 2nd: GENERAL SESSION #11 - Snapshot Prep, Semester Deliverables (**AgSci 106**)
- Dec 5th: GENERAL SESSION #12 - **Snapshot Day #2 (GJ Lab 8:30-10:20)**

Weekly Tasking

- Everyone:
  - (CS,EE,ME) additions to Wikipage - Edit
  - Think about what you want to put on the posterboard → bring a list to next week's meeting we will have (monday/tuesday - decide on time)

Special Notes

- Can we start ordering parts yet?

-Agenda-

SubXERO Team meeting

12-4-2014

Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Snapshot (Friday morning 8:30-10:20)
    - Did everyone bring something to put on the board?
    - What else do we need?
    - Who isn't able to go?
    - Who can stay after to help make the posterboard?
  - Wiki Page
    - Wiki Page review 12/9 (Tuesday's class)

Approaching Deadlines

- Dec 5th: GENERAL SESSION #12 - **Snapshot Day #2 (GJ Power Lab 8:30-10:20)**
- Dec 9th: Wiki page review - come at your assigned time (**AgSci 106**)
- Dec 12th: Final day of 1st semester

**COURSE DELIVERABLES:**

- Project Portfolio (submitted to lead instructor)
- Wikipage (with notification to lead instructor and Dr. Beyerlein)
- Snapshot Poster & Preliminary Prototyping (at your assigned work area)
- Logbook w/review form (per lead instructor directions)

Weekly Tasking

- Everyone:
  - (CS,EE,ME) additions to Wikipage
  - Everyone add/edit the page and then email Chet describing changes by Sunday night
    - The more the merrier. 'Tis the season after all

Special Notes

- We do have a meeting at WSU this Saturday (12/6/14)

-Agenda-

SubXERO Team meeting

12-11-2014

Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Specifications on Wikipage be put into wiki-table
  - Chet bring WSU's posterboard back Sunday
    - Anything that should be brought up with leads at WSU during officers meeting?
  - Discuss course deliverables and assignments
    - Logbooks will NOT be turned in
    - Project Portfolio
      - What simple additions can be made before deadline? (CS, EE, ME)
      - What are instructors looking for from first semester teams?

Approaching Deadlines

- Dec 12th: Final day of 1st semester

**COURSE DELIVERABLES:**

- Project Portfolio (submitted to lead instructor)
- Wikipage (with notification to lead instructor and Dr. Beyerlein)

Weekly Tasking

- Everyone:
  - Portfolio additions as discussed during meeting
  - Woovin put into action register if applicable

Special Notes

- End of semester self-review
  - How we did
  - Changes for second semester

-Agenda-

SubXERO Team meeting

1-15-2014

Progress Update

- Group updates
  - n/a
- Responsibilities and Progress
  - Officer meeting at 12pm, one hour prior to normal Saturday meeting
  - What are our goals for this semester as individual teams?
  - NOTE: ME team decide on meeting time at UI

Approaching Deadlines

- Feb. 3-14th: Assign date and time for Design Review with Haily and Matt
- Feb. 17th: Logbook due with review form to lead instructor

Weekly Tasking

- Get our minds back on track and start picking up where we left off. End of the semester will be here before we know it.

## -Agenda-

SubXERO Team meeting

1-22-2015

### Progress Update

- Group updates
  - Computer Science
    - New members - introduction/brought up to speed
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Be thinking about detailed design review
    - What slides we want to include (general/specific)
    - Agree on date
      - Chet email Haily
      - What's best for you Matt?
  - What are our goals for this semester as individual teams at UI?
    - Brief overview for each

### Approaching Deadlines

- Feb. 3-14th: Assign date and time for Design Review with Haily and Matt
- Feb. 17th: Logbook due with review form to lead instructor

### Weekly Tasking

- Get new members caught up
- Focus on individual projects

NOTE: Next week we will be starting PowerPoint construction

-Agenda-

SubXERO Team meeting

1-29-2015

Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - NAVSEA Sponsor will be on campus next Wednesday
    - Everyone introduce yourselves
    - Will be meeting up and giving a tour of the University of Idaho
      - Need to get in contact but will meet at 2:30pm for a couple hours
  - Get new team members on the mailing list
  - Detailed Design Review
    - What slides we want to include?
      - General:** -Should we include the introduction to the competition again?
      - Need a new team picture
      - Specific:** -What progress have we made since the last design review?
      - How do we see the next few months unfolding? (scheduling)
      - What goals do we still have yet to accomplish and is there anything we can do/change to make sure we are putting ourselves in good positions to succeed?

Approaching Deadlines

- Feb. 12th: Detailed Design Review (Thursday, 4:00pm in the NIATT conference room)
- Feb. 17th: Logbook due with review form to lead instructor

Weekly Tasking

- TBD - slides for Design Review

Special Notes

- This weekend (Saturday January 31st at 1:00pm) Robosub Club of the Palouse Picture
  - Dress sharp!

## -Agenda-

SubXERO Team meeting

2-5-2015

### Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Detailed Design Review
    - What's done?
- CS/EE/ME
  - What do we still have left to do?
- proper organization
  - Logbooks Due Feb. 17th
    - Matt, do you want them on Wednesday 18th instead?
    - If anyone needs help organizing or is confused on what logbooks require visit Matt in his office or ask teammates
  - Design Expo Organization
    - Deadline: March 6th
    - [uidaho.edu/engr/expo/expo-students](http://uidaho.edu/engr/expo/expo-students)
    - Do we want booth or oversized? (should we include a pool for the sub or just leave it on the stand?)

### Approaching Deadlines

- Feb. 12th: Detailed Design Review (Thursday, 4:00pm in the NIATT conference room)
- Feb. 17th: Logbook due with review form to lead instructor

### Weekly Tasking

- TBD - slides for Design Review
- Tyler/Craige add your names and emails to the Team Contract - Gdrive



-Agenda-

SubXERO Team meeting

2-12-2015

>>> No meeting today. Detailed Design Review @ 4:30 pm in NIATT Conference Room

Approaching Deadlines

- Feb. 25th: Logbook due with review form to lead instructor's office
- March 6th: Design Expo Submission Due

-Agenda-

SubXERO Team meeting

2-19-2015

Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Logbooks Due Feb. 25th
    - New members: do you have any questions about what is needed/being looked for in logbook submissions?
  - Design Expo Organization
    - Deadline: March 6th
    - [uidaho.edu/engr/expo/expo-students](http://uidaho.edu/engr/expo/expo-students)
    - Do we want booth or oversized? (should we include a pool for the sub or just leave it on the stand?)

Approaching Deadlines

- Feb. 25th: Logbook due with review form to lead instructor

Weekly Tasking

- n/a

Special Notes

- We have class 2/24 (Tuesday)

## -Agenda-

SubXERO Team meeting

2-26-2015

### Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Logbook Turn Back
  - Mid-Semester Snapshot coming up (3/10 during class)
    - we'll think about that more next week
  - Team portfolio due
    - What additions do we need to make (CS/EE/ME)?
  - Wiki-page
    - Start looking at it again and updating sections to their current status

### Approaching Deadlines

- March 10th:
  - Team Membership Citizen Form (To lead instructor)
  - Team Portfolio (w/review form to lead instructor)
  - Wiki-page update (through mid-semester)

### Weekly Tasking

- Update wiki-page
- + tbd

### Special Notes

- Pool test Sunday March 8th

## -Agenda-

SubXERO Team meeting

3-5-2015

### Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Mid-Semester Snapshot coming up (3/10 during class)
    - Need to set a meeting time to sort it out (Today or Monday?)
  - Team portfolio due
    - What additions do we need to make (CS/EE/ME)?
  - Wiki-page
    - Start looking at it again and updating sections to their current status

### Approaching Deadlines

- March 10th:
  - Team Membership Citizen Form (To lead instructor)
  - Team Portfolio (w/review form to lead instructor)
  - Wiki-page update (through mid-semester)

### Weekly Tasking

- Update wiki-page
- Prep Snapshot
- Update Portfolio
- + tbd

### Special Notes

- Pool test Sunday March 8th

-Agenda-

SubXERO Team meeting

3-12-2015

Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Team portfolio additions
    - think about them over break
  - Wiki-page
    - Start looking at it again and updating sections to their current status

Approaching Deadlines

- March 31th:
  - wiki page review in class

Weekly Tasking

- Update wiki-page
- Update Portfolio

## -Agenda-

SubXERO Team meeting

3-26-2015

### Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Wiki-page
    - Make additions to your designated team's information on the website
    - Email Chet with additions/edits by 3/30 cob (want something from everyone)
    - Meet Monday 3/30/15 to review and finalize additions (decide on time)

### Approaching Deadlines

- Tuesday March 31th:
  - wiki page review in class - come at designated time (where is that time located?)
- April 7th:
  - Logbooks due w/review form

### Weekly Tasking

- Update wiki-page

## -Agenda-

SubXERO Team meeting

4-2-2015

### Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Wiki-page
    - Got a thumbs up at the wiki review (3/31) but we need to make one change
    - Our naming convention is wrong for images - Need to go back in and save under new name (2014\_Robosub\_filename.extension)
  - Design Journal rough draft
    - 3 pages on design decisions and what has changed from last year
    - Be thinking about your contributions and how you can add to the paper

### Approaching Deadlines

- April 7th: Logbooks due w/review form
- April 12th: Pool Test (3-5pm)
- April 18th: 3 page rough draft of each group's journal paper

### Weekly Tasking

- n/a

-Agenda-

SubXERO Team meeting

4-08-2015

Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Design Journal rough draft
    - keep in mind what you want to put down
    - could include things already written up (i.e. wiki-page information)
  - Next Class session: Tuesday April 21st
    - Expo Prep, Project Posters, Course Deliverables

Approaching Deadlines

- May 1st: Booth Display/Poster at Expo + Technical Presentation at expo

Weekly Tasking

- Get prepared for the pool test this weekend

Special Notes:

- Pool test Sunday April 12th



## -Agenda-

SubXERO Team meeting

4-16-2015

### Progress Update

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - Design Journal rough draft
    - Due this Saturday - get it done
  - Next Class session: Tuesday April 21st (Next week)
    - Expo Prep, Project Posters, Course Deliverables
  - Mike Kapus (our NAVSEA mentor) will be visiting next Thursday between 3:30-4:30 pm
    - He's going to meet the team and be shown around campus a little
  - Banquet dinner at WSU 04/23 (same day Mike visits)
    - Robosub may be recognized during said banquet
    - Free dinner - actually pretty nice
    - if you wish to attend please go onto the facebook page and fill out the necessary forms or contact Haily and let her know you'll be joining them

### Approaching Deadlines

- May 1st: Booth Display/Poster at Expo + Technical Presentation at expo

### Weekly Tasking

- n/a

-Agenda-

SubXERO Team meeting

4-23-2015

Progress Update

Quick Mention: Mike Kapus introduction

- Group updates
  - Computer Science
  - Electrical Engineering
  - Mechanical Engineering
- Responsibilities and Progress
  - EXPO Prep
    - Finish poster - Assign meeting time (Today/Tomorrow)
    - What do we want to include in our booth?
- Video of sub in operation
- Sub on display
- Computer Science/Visual presentation (3D map of competition pool)
  - Work on technical presentation - Assign meeting time (Next Mon/Tue)
- Speakers: Chet + \_\_\_\_\_ (fill in blank)
  - Banquet dinner tonight at WSU
    - for those who are planning to attend and have filled out proper forms

Approaching Deadlines

- April 25th: Final Pool Test
  - I won't be able to attend. Will help with setup but have an appt. at 3pm (Need an ME in attendance if possible)
- May 1st: Booth Display/Poster at Expo + Technical Presentation at expo